

## Director Responsibilities and Key Positions

Bulkley Valley Cross Country Ski Club

2015-2016 Season

All directors provide monthly updates to board meetings and written reports for the annual general meeting.

Directors	Responsibilities	Key Positions
<b>Chair:</b> <b>Daryl Wilson</b> chair@bvnordic.ca	<ol style="list-style-type: none"> <li>1. Preside at all meetings of the society and of the directors.*</li> <li>2. Serve as the chief executive officer of the society and, subject to the supervision of the directors, shall supervise other officers in the execution of their duties.*</li> <li>3. Primary club contact for CCBC, gov'ts, area licence, insurance.</li> <li>4. Keep confidential records including police record checks</li> <li>5. Oversee strategic planning and policy development</li> </ol> *from club bylaws	
<b>Secretary:</b> <b>Steve Osborn</b> secretary@bvnordic.ca	<ol style="list-style-type: none"> <li>1. Conduct the correspondence of the society*</li> <li>2. Issue notices of meetings of the society and directors*</li> <li>3. Keep minutes of all meetings of the society and directors*</li> <li>4. Have custody of all records and documents of the society except those required to be kept by the treasurer*</li> <li>5. Maintain the register of members* [Registrar maintains the register of members and reports to Membership director]</li> <li>6. Perform such other duties as may from time to time be determined by the directors*</li> <li>7. Administer club registration, Societies Act Annual Report, etc</li> </ol> *from club bylaws	
<b>Treasurer:</b> <b>Kara Przeczek</b> treasurer@bvnordic.ca	<ol style="list-style-type: none"> <li>1. Keep the financial records, including books of account, necessary to comply with the Society Act*</li> <li>2. Render financial statements when required*</li> <li>3. Oversee work of the bookkeeper</li> <li>4. Pay club bills</li> <li>5. Oversee payroll, Worksafe BC premiums, etc. for paid workers</li> <li>6. Vet sponsorship/donation requests/grant.</li> </ol> *from club bylaws	Bookkeeper: Kirsteen Laing Mail pickup and distribution: Kara Przeczek

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<b>Lodge:</b> <b>Wally Lesawich</b> walinda@telus.net	<ol style="list-style-type: none"> <li>1. Lodge Maintenance, including firewood and clean up</li> <li>2. Oversee contract with caretaker</li> <li>3. Use of lodge for non-club functions</li> <li>4. Manage expenditures within lodge budget</li> </ol>	Lodge Coordinator: Walter Bucher
<b>Area &amp; Community Forest:</b> <b>Jevan Hanchard</b> jhanch30@gmail.com	<ol style="list-style-type: none"> <li>1. Manage expenditures within area budget</li> <li>2. Trail maintenance and tracksetting</li> <li>3. Trail equipment maintenance</li> <li>4. Parking lot and road snow clearing</li> <li>5. Community Forest Liaison</li> </ol>	<u>Tracksetting committee:</u>  Area planning group:
<b>Membership:</b> <b>Jill Krause</b> info@mcbike.ca	<ol style="list-style-type: none"> <li>1. Season passes and membership lists</li> <li>2. Day passes &amp; distribution in retail outlets (McBike &amp; Winterland)</li> <li>3. Ticketing and ticket booth</li> <li>4. Oversee the registrar who maintains the register of members and collects membership and program fees</li> </ol>	Membership Registrar: Liz Osborn Ticket Booth Coordinator: Jen Plummer
<b>Nordic Skills Development Program Rep:</b> <b>Leslie Jean McMillan</b> nsdp@bvnordic.ca	<ol style="list-style-type: none"> <li>1. Communicate issues and updates between NSDP &amp; board.</li> <li>2. Communicate CCBC issues, information and policies to NSDP and BVCCSC board.</li> <li>3. With NSDP coordinator, determine roles and responsibilities for all NSDP programs.</li> <li>4. Monitor NSDP responsibilities and expenditures and provide updates to BVCCSC board.</li> <li>5. With NSDP Coordinator and BVCCSC board, develop policy relevant to the NSDP program.</li> </ol>	NSDP Coordinator: Anne-Marie Findlay <u>Coach Management Team:</u> James Cuell, Lea-Marie Bowes-Lyon, Anne-Marie Findlay Head Coach: Lisa Perry Biathlon head coach: Peter Tweedie Training Coordinator: Sandra Nash <u>Coaches Committee:</u> all XC/biathlon coaches and managers CCBC Northern Rep: Jim Burbee Team Manager: Jackie Wilson <u>Ski Boosters:</u> Jen Plummer & LJ MacMillan Ski S’kool Coordinator: Kathy Fraser Rabbits and SDP Coordinator: Paula Bartemucci Masters drop-in coordinator: Cobey Oliemans

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<b>Communications:</b> <b>Sue Pearce</b> news@bvnordic.ca	<ol style="list-style-type: none"> <li>1. Arrange publicity for the club and club events</li> <li>2. Oversee newsletter committee to ensure production</li> <li>3. Production / distribution of brochures (local stores, other clubs)</li> <li>4. Oversee website updates and maintenance</li> <li>5. Liaison between club executive and organizers of non-race events</li> <li>6. Manage expenditures within communications/promotions budget</li> </ol>	<u>Newsletter committee</u>  <u>Website committee</u>
<b>Race Events:</b> <b>Lea-Marie Bowes-Lyon</b> race@bvnordic.ca	<ol style="list-style-type: none"> <li>1. Organize club race events (Chris Dahlie Open, BV Open, marathon)</li> <li>2. Race event equipment replacement and maintenance</li> <li>3. Coordinate / communicate training opportunities for officials</li> <li>4. Coordinate with tracksetting and other programs on race events</li> <li>5. Manage income &amp; expenditures within race events budget</li> </ol>	<u>Race Committee</u> Chief of Race: Race Secretary: Chief of Course: Chief of Timing: Chief of Results: Chief of Stadium:
<b>Grants &amp; Sponsorship Oversight:</b> <b>vacant</b>	<ol style="list-style-type: none"> <li>1. Coordinate, track and report grant applications</li> <li>2. Ensuring grant compliance</li> <li>3. Investigate grant opportunities and potential partnerships/sponsorships</li> <li>4. Coordinate solicitation of businesses by club members</li> </ol>	Wetzin'kwa Grant: Gaming Grant: